

5 DEC 1980

MEMORANDUM FOR: Deputy Director for Administration

FROM: Thomas H. White
Director of Information Services

SUBJECT: OIS Weekly Report (27 November-3 December 1980)

Classification Review Division

A meeting has been scheduled with representatives of the Department of State concerning the request from the Latin America Division to withhold 54 pages of material from the FRUS Volume IV, 1952-54, Latin American Republics. The purpose of the meeting is to determine what the status of the 54 pages can and should be in relation to national security grounds as required by Executive Order 12065. The LA Division has stated that the matter had been decided when the Assistant Secretary of Inter-American Affairs agreed that the entire 54 pages should be withheld. Unfortunately, the Chief of Systematic Review and the Director of Central American Affairs, Bureau of Inter-American Affairs, who will be representing the Department of State, have concluded that they could find no justification for withholding the material. If LA Division and the Assistant Secretary of State for Inter-American Affairs have additional information unknown to the participants of the meeting, and this is a possibility which LA Division has indicated, the results of the meeting may not be complete. In any case, the Deputy Assistant Secretary of State for Classification and Declassification will be briefed on the results of the meeting and he will decide the next step.

A total of 2,059 CIA documents (26,426 pages) were reviewed of which 3.4 percent were declassified.

Records Management Division

The Directorate RMOs and several FOIA officers were briefed on the DECAL II notification system. This system is designed to automatically inform the office of primary interest of all documents released to the public through IPD.

Assistance requested in setting up a micrographics application for the Office of the Comptroller is being provided, as is information and brochures on microfiche reader-printers to the Office of the DCI.

Regulations Control Division

RCD processed 23 regulatory proposals during the reporting period. Among

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[Redacted]

Chief, RCD met separately with Chief, Information Management Staff, DO and Chief, Foreign Liaison, NFAC to develop wording on procedures regarding [Redacted] acceptable to both parties involved with this issue. A speedy resolution acceptable to all concerned appears close at hand.

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Chief, RCD met with the Executive Secretary of the Publications Review Board to discuss the preparation of a field notice similar to [Redacted] RCD agreed to initiate the preparation of the field version.

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Information and Privacy Division

A separate report is attached.

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[Redacted]

Thomas H. White

Attachment

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4 December 1980

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[Redacted]

Chief, Information and Privacy Division, OIS

SUBJECT: IPD/OIS Weekly Report (27 November - 3 December)

1. The Week in Review
- | | <u>27 Nov-3 Dec</u> | <u>1980 Weekly Average</u> |
|-------------------------|---------------------|----------------------------|
| a. New cases logged | 36 | 57.3 |
| b. Cases closed | 58 | 50.6 |
| c. New appeals logged | 4 | 1.7 |
| d. Appeals closed | 4 | 2.8 |
| e. Manpower (man-weeks) | 107.5 | 125.2 |
2. Current Backlogs
- a. Initial requests - 2971
- b. Appeals - 361
3. Spotlighted Requests

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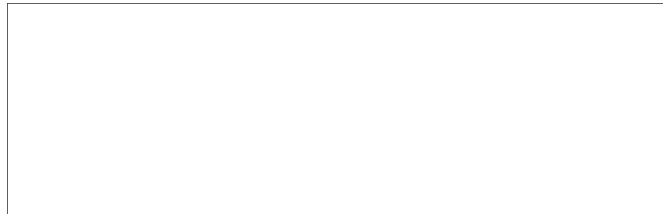
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5. Analysis

As a result of our monthly review of suspended cases, 30 requests were closed out this week as canceled owing to the failure of the requesters to respond to our letters. In most of these instances, processing was being held in abeyance pending receipt of a firm commitment to pay all reasonable search and duplication fees.

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IPD, [] cb 04 December 1980

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